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OFFICE OF TRAINING

This Notice Expires 30 June 1959

NOTICE  
NO. 9-59

24 March 1959

SUBJECT: Allocation and Servicing of Classrooms

1. The allocation of classroom space to the respective training courses will be the responsibility of the Registrar Staff (ext. 4005), effective immediately. Classroom space will be allotted for May and June 1959, by 15 April 1959, on the basis of information made available to the Registrar Staff.

2. The servicing of classrooms (including periodic sweeping, cleaning of blackboards and erasers, maintenance and repair, etc.) remains the responsibility of the Supply and Services Section, Support Staff (ext. 3735).

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MATTHEW BAIRD  
Director of Training

Distribution:

School, Staff, Branch Chiefs  
and Chief Instructors/OTR

This document is part of an integrated file. If separated from the file it must be subjected to individual systematic review.

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